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From: Fausett, Gary (DPH)
Sent: Friday, December 10, 2010 2:28 PM
To: Chen, Karen (DPH); Stinson, Cynthia (DPH); Doan, Kimberly (DPH); Hennigan, Scott (DPH); Krumholz, Glenn (DPH); Gonzalez, Yvonne (DPH); Halpern-Smith, Frederic; Hennigan, Dennis (DPH); Farris, Michael (DPH); Noonan, Corrie (DPH); Borne, Paul (DPH); Borne, Deborah (DPH); Elvin, Paul (DPH); Holland, James (DPH); Gauthier, Cheryl (DPH); Bird, Ciranna (DPH); Hemsworth, Meghan (DPH); Davenport, Russell (DPH); Connolly, Lawrence; Greer, Garry (DPH); Piro, Peter (DPH); Rubin, Alan (DPH); Jenner, Jennifer (DPH); Servizio, Paul (DPH); Kane01, Peter (DPH); Clemmer, Jill (DPH); Borne, Alan (DPH); Walsh, Paul (DPH); Jacobsen, Patricia (DPH); Hankerson, Jacqueline (DPH); Belanger, Peter (DPH)
Cc: Han, Linda (DPH); Nassif, Julianne (DPH); Caloggero, Dina (DPH); Smole, Sandra (DPH); Wang, Xingtai (DPH); Konomi, Raimond (DPH); Kazianis, Arthur (DPH); Salemi, Charles (DPH); McGuire, Thomas M (DPH)
Subject: New purchasing system--item listing
Attachments: Item List Temp.xls

Hi—

The new purchasing system is nearly ready to put into operation. As a part of the preparation, please open the attached spreadsheet and add any lab or office supplies you order on a regular basis or you feel might be useful to have in a database. We will compile everything into a single spreadsheet to be used to initially populate a product listing in the purchasing program. The commonly purchased items will populate a drop-down list in the order form so that they don't have to be entered each time an order is prepared.

When you have finished, please return the completed spreadsheets to me by December 16.

If you have any questions, just call.

Thanks.

--Gary

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